

EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE (EEOAC)

August 13, 2003

Prepared by: Debbie Sanchez
Approval Date: October 8, 2003

Members Present

Tony Dickerson
Joe Guerrero
Ivonne Guzman-Cicero
Debbie Sanchez
Merrin Bueto
Charles Ross
Nimal Diunugala

Guests Present

Gayle Yost
Salvador Alatorre
Theresa Ortiz
Bill Valdez
Marcus Staley
Michael Dang

Members Absent

Judy Yee
Russell Grace
Teresa Medeiros

There were video difficulties and the meeting started late. The meeting was called to order at 10:00 a.m. It was held via videoconference between the Cal/EPA Headquarters Building Conference Room 550 located in Sacramento and ARB El Monte offices, Conference Room 111, A&B in Annex 2.

APPROVAL OF PREVIOUS MINUTES

January 8, 2003 and June 11, 2003 are approved and posted on the webpage. Approval of July 9, 2003 meeting minutes is deferred until the next meeting.

DISABILITY ADVISORY COMMITTEE REPORT

Debbie Sanchez reported that the Cal/EPA Disability Advisory Committee (DAC) continues to plan and coordinate the disability awareness event for Sacramento. The next DAC meeting is September 16th to work on the details regarding the Sacramento Awareness Fair. In El Monte, Theresa Ortiz, Charles Ross, Ivonne Guzman-Cicero and Tony Dickerson volunteered to organize the event for this year. The date for El Monte is not yet established.

CONTINUING (OLD) BUSINESS

Resume Writing & Interviewing Workshop

Joe and Gayle discussed the option of presenting the resume workshop with Jim Catania, Chief, Human Resources. Jim Catania agreed to coordinate the training after Michael Scheible approves it.

Theresa brought up that Employment Development Department (EDD) has the counseling and training is free. Ms. Ortiz suggested to utilize the resources available through EDD, and volunteered to coordinate the services in El Monte. Gayle indicated the Jim Catania would coordinate with EDD. Joe says EDD's training is available and we need to work through Human Resources and it was suggested to Jim Catania. Mr. Catania and Human Resources will work with the individual employees affected by the layoff.

Michael Scheible did agree to the EAP workshop "*Coping with Downsizing and Job loss*" which is scheduled for Sacramento on August 20, 2003. There is a tentative date scheduled for El Monte on August 27, 2003.

NEW BUSINESS/OPEN AGENDA ITEMS

Note taking procedures

There was discussion about the procedure for taking and preparing the minutes for the EEOAC. Some questions were raised about how detailed the minutes should be in capturing information that is stated at the meetings. The committee members referred to the guidelines for taking and preparing the meeting minutes and noted that:

"General discussion on topics (only specific conclusions should be recorded)". The minutes are to reflect a summary of what happened in the meeting and documentation of specific issues that the committee votes on and adopts.

Committee members expressed concern about the amount of e-mail that was sent to them for different drafts of the minutes. Joe noted that while the Guidelines do not limit who receives edits to draft minutes, that it might be more efficient if the comments went only to the minute taker. It would then be the minute taker's responsibility to weigh the comments and update the next draft as they see appropriate. Nimal Diunugala thanked Gayle Yost and Sal Alatorre for contacting Air Resources Board labor representative, Staci Cain, concerning upward mobility/lateral transfer opportunities for Air Resources Field Representatives.

A suggestion was made to announce the meetings on the website a week prior to the scheduled meeting. It was noted that the meeting dates are currently posted on the Equal Employment Opportunity Advisory Committee (EEOAC) webpage for the remainder of the year. Nimal Diunugala believes that not enough employees are aware of the EEOAC. Nimal suggested posting flyers in areas where employees congregate.

Nimal brought to the committee's attention that the Equal Employment Opportunity Advisory Committee (EEOAC) Handbook needs to be revised. The following subcommittee was established to look into revising the handbook: Merrin Bueto, Joe Guerrero, Charles Ross, and Nimal Diunugala.

- Tony Dickerson, as EEOAC Chairperson, is working on a year-end letter to Michael Scheible on committee accomplishments.
- The next meeting will be September 10, 2003.

ADJOURN

The chairperson adjourned the meeting at 11:05 a.m.